

Submit Plan Checklist – PHA Plans

How do you know if your plan is complete? Use the following checklist to ensure the PHA Plan is complete and ready for submission:

		PLANTYPE <i>Place an "X" under the Plantype to be submitted.</i>			
<i>Place an "X" or ✓ in this column for items completed</i>		Standard 5-Year/Annual 50075	High Performers 50075	Streamlined Annual 50075-SA	Streamlined 5Year/Annual 50075-SF
	CHECKLIST ITEMS	<i>Items marked with an "X" below are applicable to the Plantype indicated in the column heading.</i>			
	A. Correct template is used and filled out completely				
	B. PHA Identification Page is completed	X	X	X	X
	C. 5 -Year Plan completed (when due)	X	X		X
	D. Table of Contents is completed, with page numbers added	X	X	X	X
	E. Executive Summary of PHA Plan is completed at PHA's option	Optional	Optional		Optional
	F. PHA Plan components are completed.				
	1. Housing Needs	X	X		X
	2. Financial Resources	X	X		X
	3. Eligibility, Selection, and Admissions	X	X		X
	3a. Site -Based Waiting Lists (if applicable)	X Attachment	X Attachment	X Template	X Template
	3b. Deconcentration and Income Mixing (if applicable) – website version	X Attachment	X Attachment		X Template
	4. Rent Determination	X	X		X
	5. Operations and Management Policies	X			
	6. Grievance Procedures	X			
	7. Capital Improvements*	X	X	X	X
	7a. Capital Fund Tables	X	X	X	X
	8. Demo/Disposition*	X	X		X
	9. Designation of Housing*	X			
	10. Housing Conversions	X			
	11. Homeownership	X	X Section 8(y)	X Section 8(y)	X
	11a. Section 8(y) Homeownership Capacity Statement (if applicable)	X Attachment	X Attachment	X Template	X Template
	12. Community Service and Self - Sufficiency	X			
	12a. Community Service Requirements	X Attachment			
	13. Crime and Safety*	X			
	14. Pets*	X			
	14a. Pet policy	X Attachment			
	15. Civil Rights Certification (included with PHA Plan certifications)	X	X	X	X
	16. Audit	X	X		
	17. Asset Management	X			
	18. Additional Info	X	X		X

		PLANTYPE			
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	18a. Progress Meeting 5 -Year Plan Goals	X Attachment	X		X Template
	18b. Criteria for Substantial Deviations and Significant Amendments	X Attachment	X		X Template
	18c. Other information	X	X		X
	18c.1. RAB consultation (comments, how comments addressed, recommendations)	X Template	X Template		X Template
	18c.1.1. RAB membership	X	X		X Template
	18.c.1.2. Plan changes reviewed by RAB, approved by Board, and made public			X	
	18c.2. PHA Board resident membership	X Template	X Template		X Template
	18c.3. PHA statement of consistency with Consolidated Plan	X	X	X If policies changed	X
	19. Project -Based Voucher Program (if applicable)	X Attachment	X Attachment	X Template	X Template
	20. List of supporting documents on file with PHA and PHA Plan	X Template	X Template	X Template	X Template
	21. Most recent board -approved operating budget-- Troubled/at-risk PHAs ONLY	X			
	NO PHAs that administer only tenant or project based rental assistance programs are not required to complete sections that pertain only to public housing.				
	G. Required <u>Certifications</u> signed and submitted to Local HUD Field Office				
	Standard PHA Plan Certifications Form HUD -50076	X	X		X
	Streamlined PHA Plan Certifications Form HUD -50077			X	
	State/local Government Certification Of Consistency with Consolidated Plan	X	X		X
	If applying for Capital Funds: Form HUD -50070, Drug-Free Workplace Form HUD -50071, Payments to Influence Federal Transactions Forms SF -LLL and SF -LLLa, Lobbying Activities	X	X	X	X
	H. <u>Plan, Plan Changes</u> (streamlined Annual), <u>attachments</u> (where applicable), and <u>supporting documents</u> made available for review by the public for a 45 -day period.				
	I. <u>Public meeting</u> conducted by PHA Board/governing body				
	J. <u>RAB</u> comments received and addressed				
	K. Instructions on how to submit the template electronically obtained from PHA Plans website and reviewed.				